



Department of Fish and Game

SENIOR ACCOUNTING OFFICER (SPECIALIST)

DEPARTMENTAL PROMOTIONAL - OFG06-01
FINAL FILING DATE - MARCH 31, 2000

WHO SHOULD APPLY	Applicants must have a permanent civil service appointment with the Department of Fish and Game as of March 31, 2000, the final filing date, in order to take this examination.
HOW TO APPLY	Application (Form 678) must be POSTMARKED no later than the final filing date. Applications POSTMARKED, PERSONALLY DELIVERED OR RECEIVED VIA INTER-OFFICE MAIL , after the final filing date will not be accepted for any reason. If you meet the entrance requirements for this class and Senior Accounting Officer (Supervisor) with the same final filing date, you may file for both examinations on a single application.
WHERE TO APPLY	Applications may ONLY be filed in person or by mail with the: DEPARTMENT OF FISH AND GAME, ATTENTION EXAM UNIT, 1416 NINTH STREET, ROOM 1217, P.O. BOX 944209, SACRAMENTO, CALIFORNIA 94244-2090.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
SALARY RANGE	Minimum \$3,764 - Maximum \$4,576
REQUIREMENTS FOR by ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination March 31, 2000, the final filing date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p>
MINIMUM QUALIFICATIONS	<p>Either I - One year of experience in the California State service performing the duties of a professional accounting class equivalent in level to Accounting Officer (Specialist) or Accounting Officer (Supervisor).</p> <p>Or II - Experience: Three years of increasingly responsible professional accounting or auditing experience in a governmental or private setting. For at least one year, this responsibility must have included the reporting and analyses of accounts, records, funds and financial operations of the entity. [Experience in the California State service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Officer (Specialist) or Accounting Officer (Supervisor).] and Education:</p> <p>Either 1. Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)</p> <p>or 2. Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law.</p> <p>or 3. Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and 3 semester hours of business law. (Persons who will complete course work requirements outlined under 2 and 3 above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)</p> <p>(Persons who will complete course work requirements outlined under 2 and 3 above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)</p>
POSITION DESCRIPTION	A Senior Accounting Officer (Specialist) is the advanced journeyperson level in this series. Incumbents, under general direction of an Accounting Administrator, perform the more difficult accounting duties which require an understanding of the entire accounting process, such as coordinate implementation of accounting for new programs/functions; review proposals to change accounting procedures; prepare cash analysis reports for management; coordinate completion of year-end reports. Incumbents in this class have no supervisory responsibilities, but may serve as a lead for lower level accounting personnel.
SPECIAL PERSONAL CHARACTERISTIC	Ability to qualify for a fidelity bond.
EXAMINATION INFORMATION	<p>This examination will consist of a promotional readiness interview weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED. NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p> <p>It is anticipated that interviews will be held during June/July, 2000.</p>

THE DEPARTMENT OF FISH AND GAME PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE, ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.

SCOPE OF EXAMINATION

Promotional Readiness Interview - 100.00%

- A. Knowledge of:
1.

Accounting principles and procedures.
2.

The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations.
3.

Governmental accounting and budgeting.
4.

Principles of business management, including office methods and procedures, and public finance.
5.

Business Law.
- B. Ability to:
1.

Apply accounting principles and procedures.
2.

Analyze data and draw sound conclusions.
3.

Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget.
4.

Communicate effectively.
5.

Establish and maintain cooperative relations with those contacted in the work.
6.

Analyze situations accurately and adopt an effective course of action.
7.

Prepare clear, complete and concise reports.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Fish and Game. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Fish and Game, Human Resources Branch, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Fish and Game, Human Resources Branch, (916) 653-8120, four weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at local offices of the Employment Development Department and the Department of Fish and Game.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: Written tests and oral interviews are ordinarily scheduled in Sacramento, Long Beach, Napa, Redding and Fresno. However, locations of interviews may be limited or extended as the number of candidates and conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922